



Maidenhead Cycle Hub Trustee job description

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	Maidenhead
Time commitment	6 board meetings per year as well as supporting on specific projects/workstreams Approx 8 hours per month

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Maidenhead Cycle Hub fulfils its duty to its beneficiaries through promotion of cycling and supporting young people into employment.

About Maidenhead Cycle Hub

Maidenhead Cycle Hub is passionate about cycling and the benefits it brings to individuals, communities and the environment. We aim to get more people cycling by providing servicing and repairs, organised bike rides, advice on bike routes and cycling safety, and selling refurbished bikes. We also provide local young people with the opportunity to gain technical and transferable life skills to build a successful future.

Since being established in 2015, we have refurbished over 600 bikes, organised more than 50 rides for local residents, delivered workshops to more than 20 local school/college pupils and run 'Dr Bike' workshops for a range of local businesses and community groups.

Statutory duties of a trustee

- To ensure that the organisation pursues its objectives as defined in its governing document.
- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation

We are seeking additional trustees to join our board who are able to bring knowledge and experience of the areas outlined in the person specification below in addition to the above statutory duties.



Person specification

Individuals are sought who have a strong empathy with our mission. We are particularly seeking Trustees with experience of the following areas:

- Fundraising/income generation: including through grant applications and corporate partnerships
- IT: website and newsletter content management, database, data protection
- HR: contracts, payroll, pensions

Experience:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Experience of building relationships with key stakeholders to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- A commitment to the charity's aims and objectives, in particular a passion to improve cycling opportunities in the region and to encourage more people to cycle.
- Willingness to devote the necessary time and effort
- Willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and staff team

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decision.

To apply please send a CV and brief covering note detailing why you are interested in becoming a trustee of Maidenhead Cycle Hub to hello@cyclehub.org.uk.

If you would like an informal conversation about the role, please email Luke McCarthy, Chair of Trustees: hello@cyclehub.org.uk